AudaLite

# Administration
## User Guide

Version 0.2

AudaLite, the new iPad App from Audatex

Audatex
a Solera company

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# Introduction

The AudaLite administrator's tool provides a simple way to manage prices for AudaLite.

This document is intended to provide you with a guide to the features within the administration tool and how to create and manage your price files for use in the AudaLite application.

# Access

You can access AudaLite through **Audatex Global Claims Centre**, direct via this link AudaLiteAdministration or within the application under the "settings" area.

You will be required to enter your company code, user name and password. This will be the same as your Audatex Enterprise Gold Login details.

# AudaLite

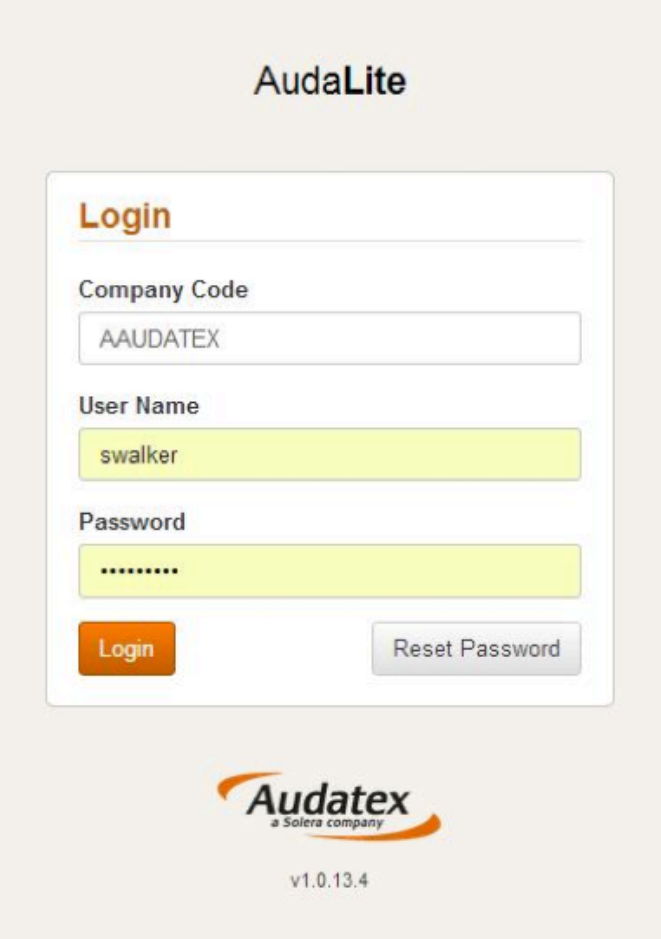
AudaLite is a menu price application, designed to enable you to provide simple, quick and professional estimates for your retail customers.

**Before you start using the application you will need to use the AudaLite Administrators Tool to set up your price lists.**

The AudaLite Administrators tool offers you total control and flexibility over your price lists.

To get started you will need to think about what price lists you may wish to set up for example:

- Different Customer Types: trade, private, prestige.
- Which price lists will be assigned to all or some of your sites?
- What price you will set for each panel and operation?
- Is your price list valid for only a certain period of time?
- Who in your organisation should have permission to
- Set up and manage your price lists.
- You should consider M.E.T, Paint time, Paint and materials when calculating your prices for Blend and for Paint.
- For Repair & Paint a value for panel repairs should also be included.

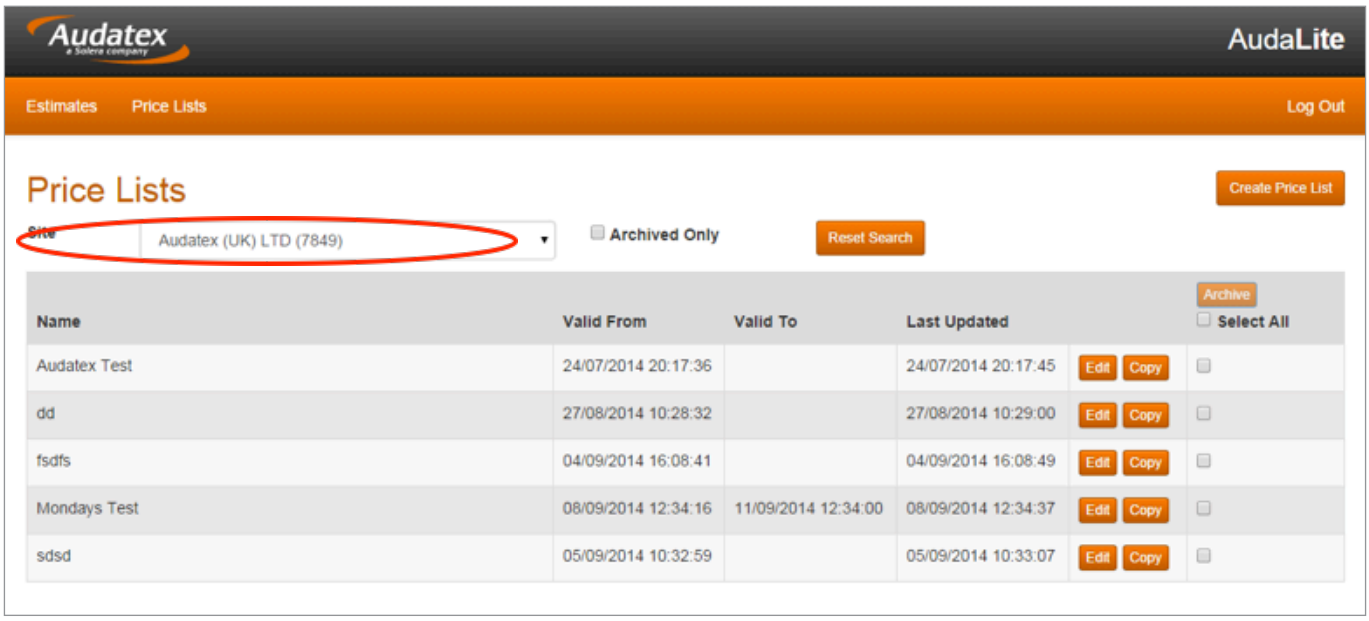


# Managing Price lists

Price lists are available both on the Ipad and via a desktop machine.

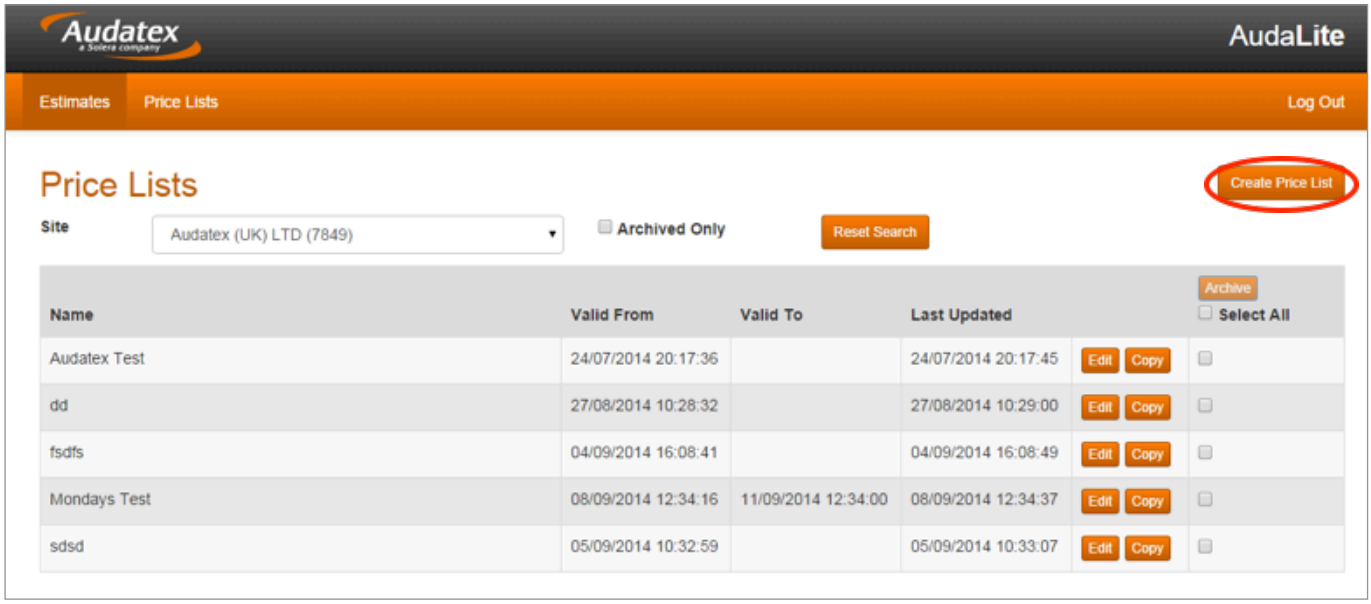
# View Price List

Price lists are displayed based on the site that is selected in the drop down list. Use the drop down list to view price lists from another site that you are associated with.



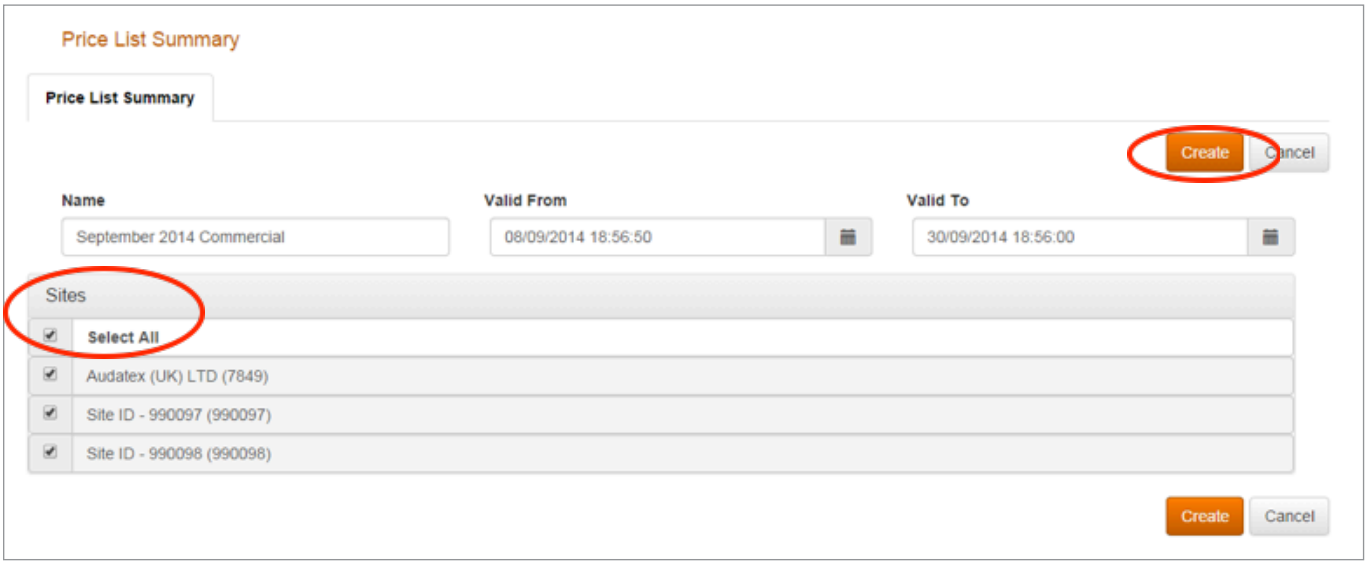
# Create a Price List

1. Go to price list area and select create price list



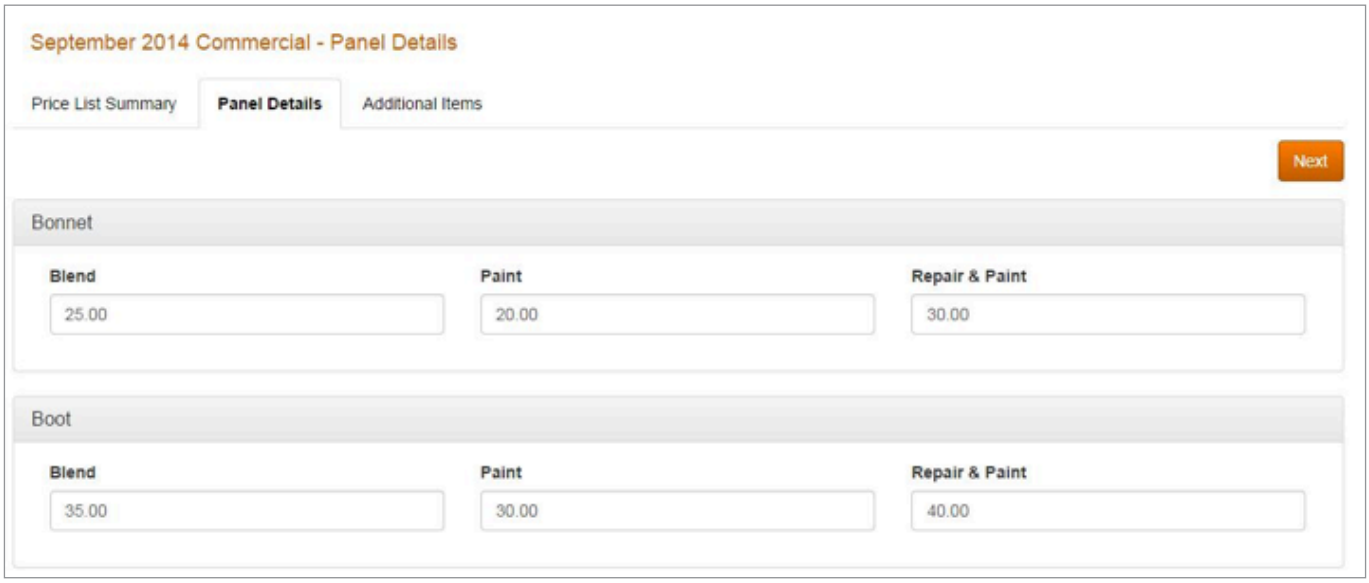

2. Give your price list a name, a valid from, and if required, a valid to date. The valid from date will always be pre-populated with today's date and time. You can change this using the calendar function to set a date in the future. You can also amend the time the price list. Do this by clicking / pressing and amending the time within the field.

   You may choose to set a valid to date. If you leave the valid to date blank, the price list will be valid until you decide to expire it. (For more about valid to dates refer to the section expire / delete price list).

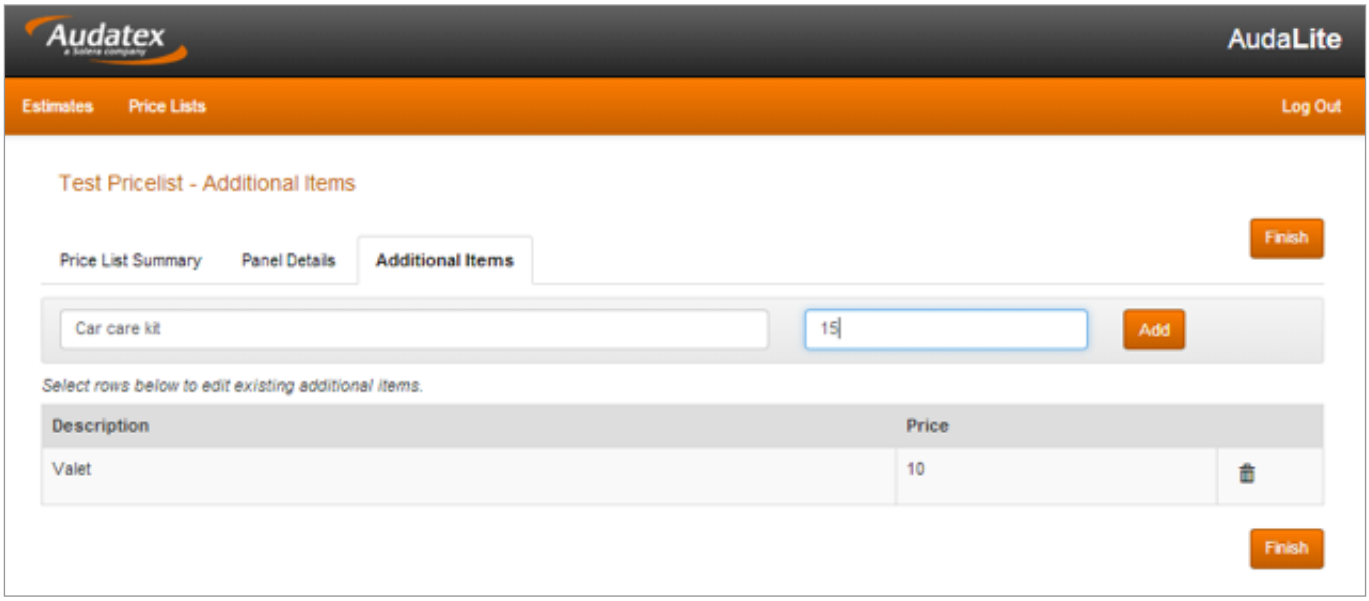


1. Assign the site or sites that the price list is relevant for. You may select all sites. Or you may choose to only allow the price list to be available at certain sites

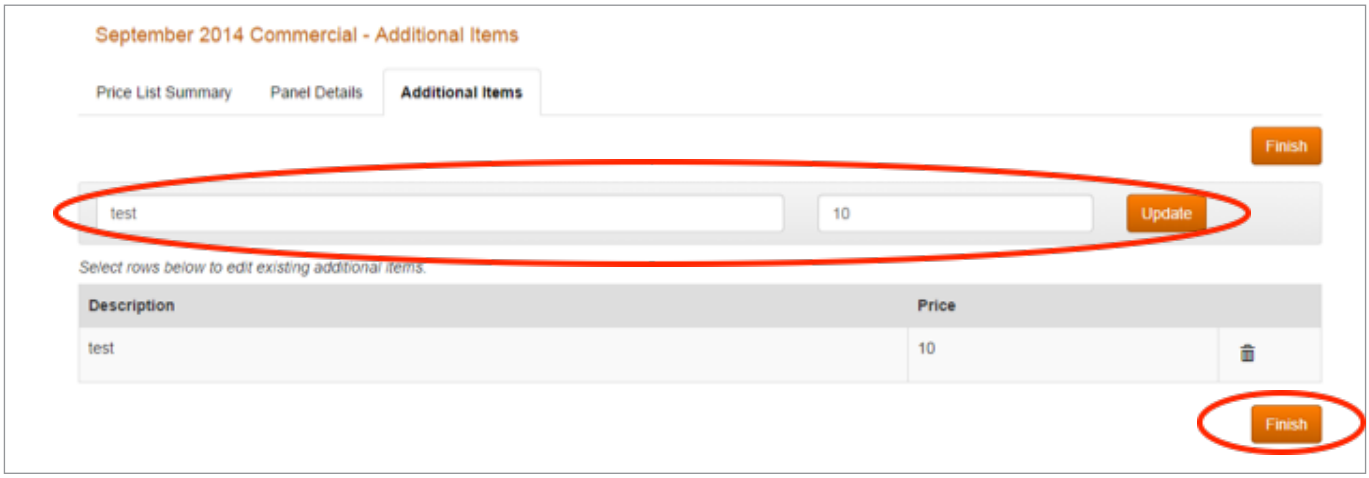
2. Populate the prices on your price list, by entering a price against each panel and each operation. Click / Press on Next.
   Tip: using the tab key helps you to navigate quickly through these fields.




3. Add any additional items relevant to that price list then press / click on add (this feature will enable you to have a pick list of additional items in the application).

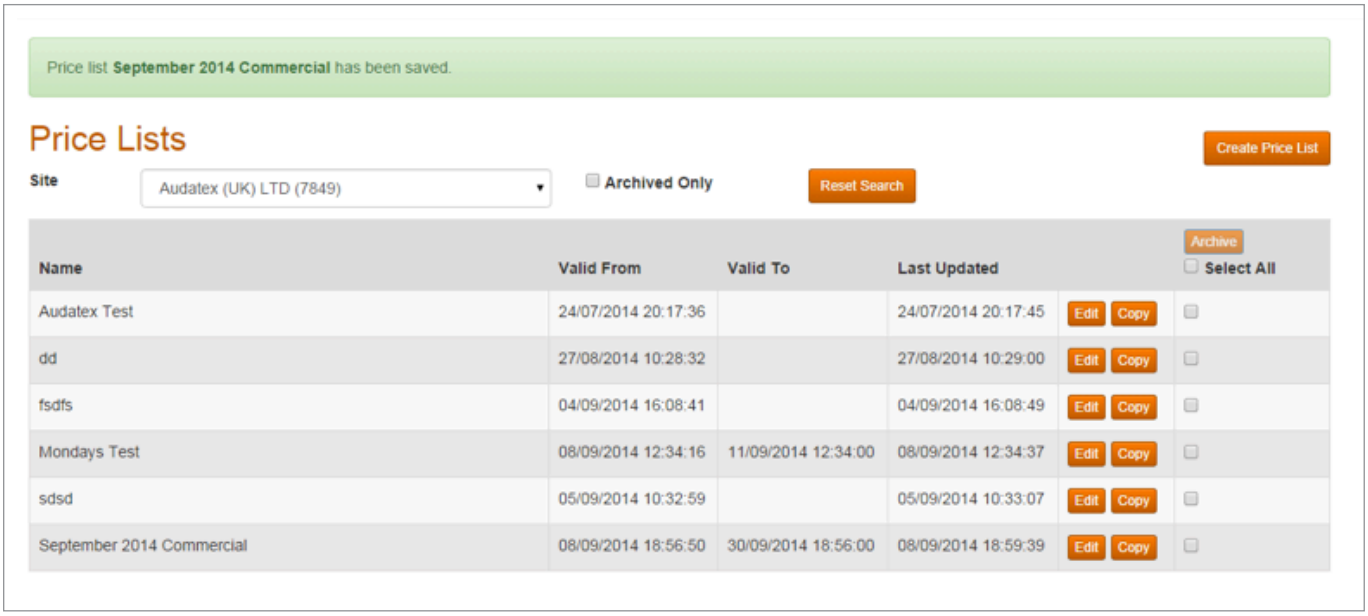


4. If you need to amend a description or price of an additional item click or press on the relevant row and the item will appear in the edit box with the button enabled update.




5. Click / press Finish to complete your price list.

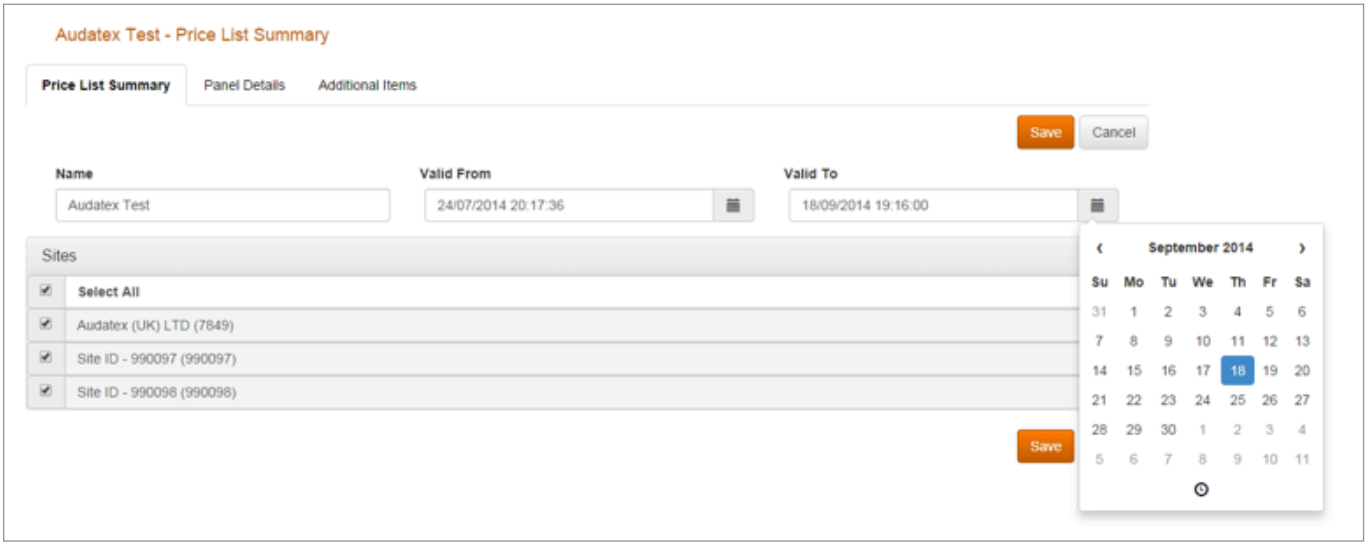
6. Your price list has been created.


Price list September 2014 Commercial has been saved.
Price Lists
Create Price List
Site
Audatex (UK) LTD (7849)
Archived Only
Reset Search
Archive
Select All
Name
Valid From
Valid To
Last Updated
Audatex Test 24/07/2014 20:17:36 24/07/2014 20:17:45 Edit Copy
dd 27/08/2014 10:28:32 27/08/2014 10:29:00 Edit Copy
fsdfs 04/09/2014 16:08:41 04/09/2014 16:08:49 Edit Copy
Mondays Test 08/09/2014 12:34:16 11/09/2014 12:34:00 08/09/2014 12:34:37 Edit Copy
sdsd 05/09/2014 10:32:59 05/09/2014 10:33:07 Edit Copy
September 2014 Commercial 08/09/2014 18:56:50 30/09/2014 18:56:00 08/09/2014 18:59:39 Edit Copy

# Expire / Remove a price list

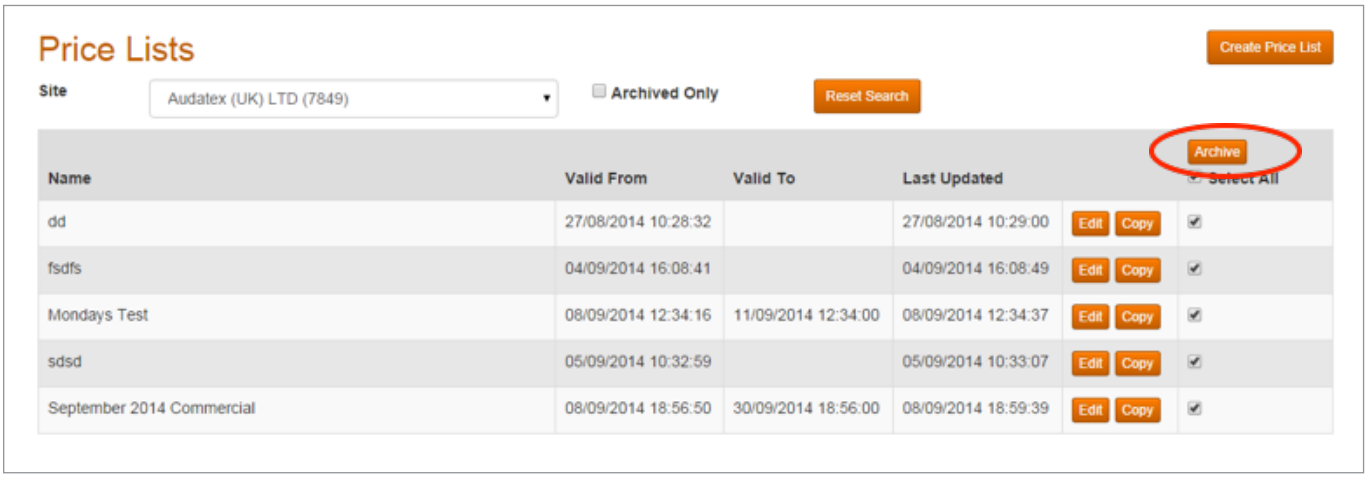
In order to remove or delete a price list from view in the application you will need to use the expire option.

1. Select edit next to the relevant price list
2. Edit the date using the calendar function, or by pressing / clicking inside the valid to box
3. Save the change
4. When the date has passed the price list will not appear in the drop down list within the application and therefore cannot be selected.



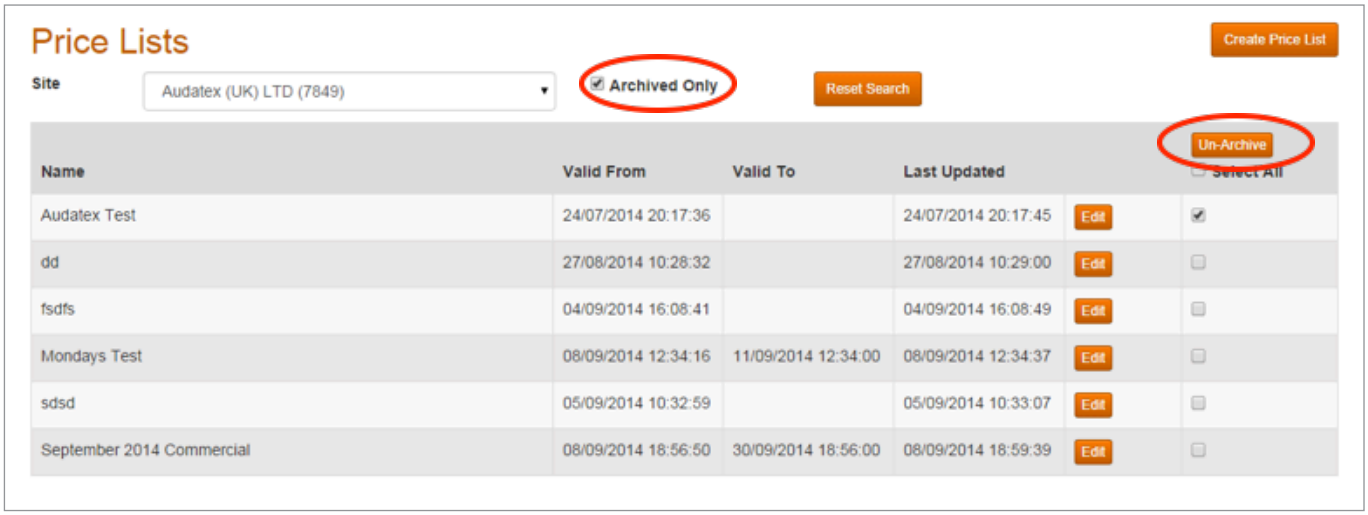

# Archive a price list

Use the archive and select all, or select an individual price list to archive the price list.
Archiving a price list does not delete the price list.



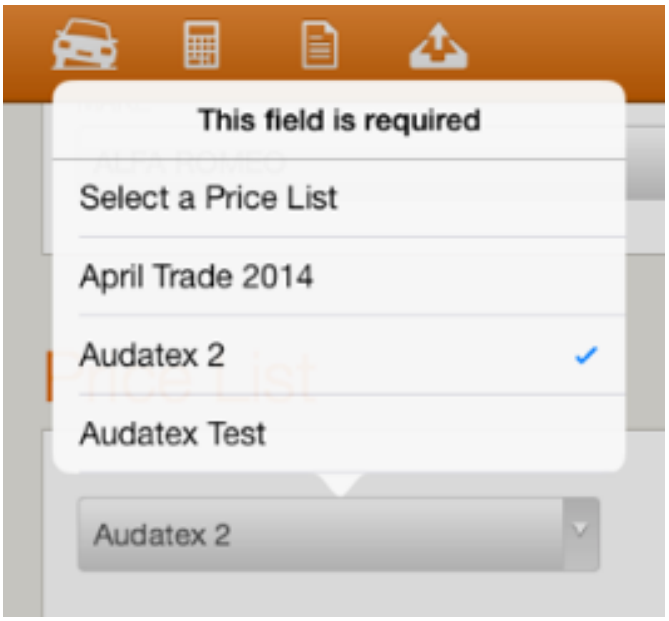
# Un-Archive a price list

First select the tick box archived only. Select the relevant price list. Click un-archive.



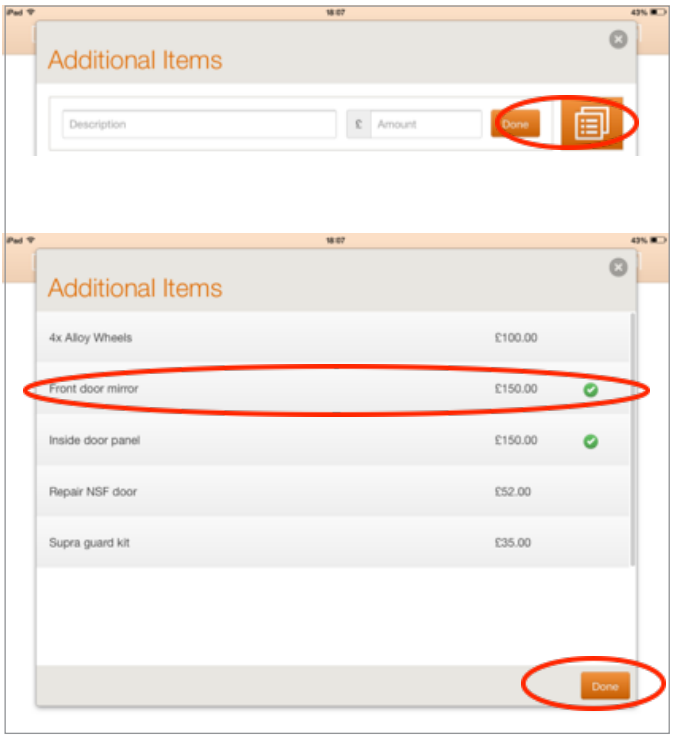

# Price lists in the AudaLite Application

After you have set up and saved your price lists they will be available for selection within the AudaLite application.



# Additional Items in the AudaLite Application

If you have set up additional items associated with a price list they will appear in the AudaLite application as an easily selectable pick list.

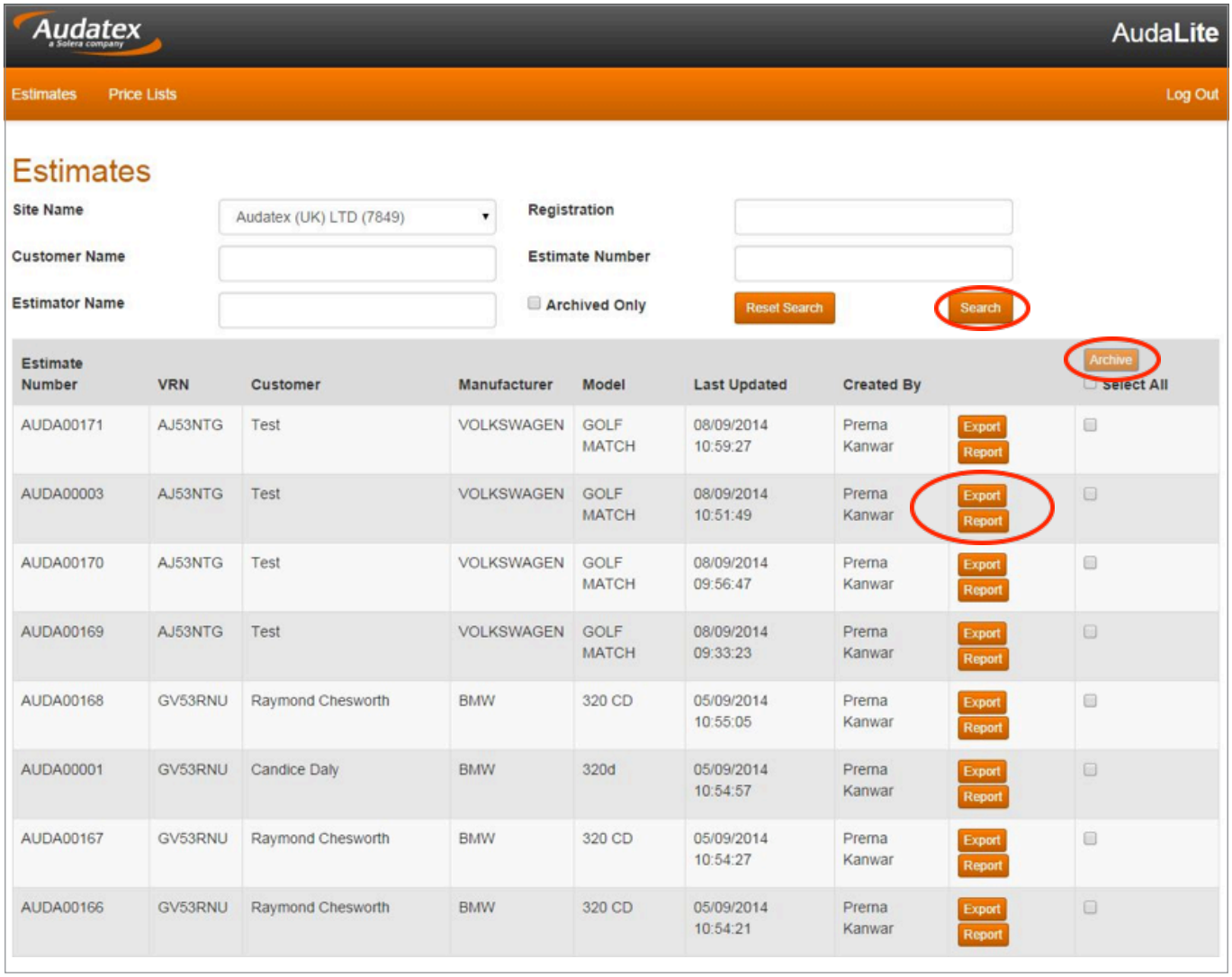


# Estimate Screen

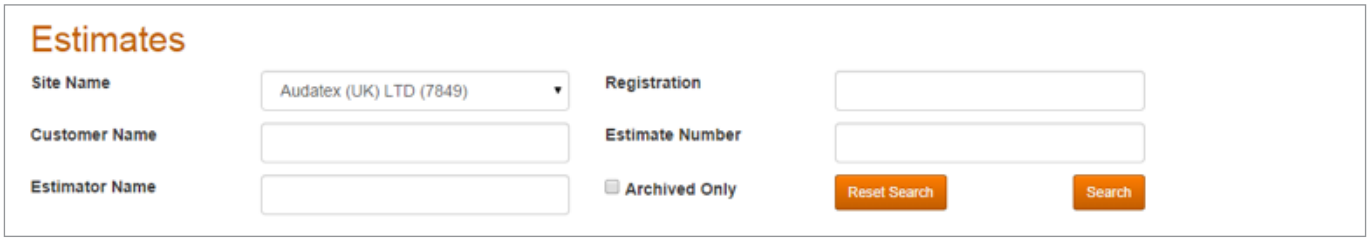
When you first enter the web admin you will be presented with the estimate list screen. This will show a list of all of your estimates in last updated order (most recent first). This list will also default to the estimates associated with your Site.

From this page you will be able to perform the following actions:

- Search for estimates
- Archive estimates
- View the estimate report
- Export the estimate ***Export is not available via the Ipad – please refer to the export section for more details**.

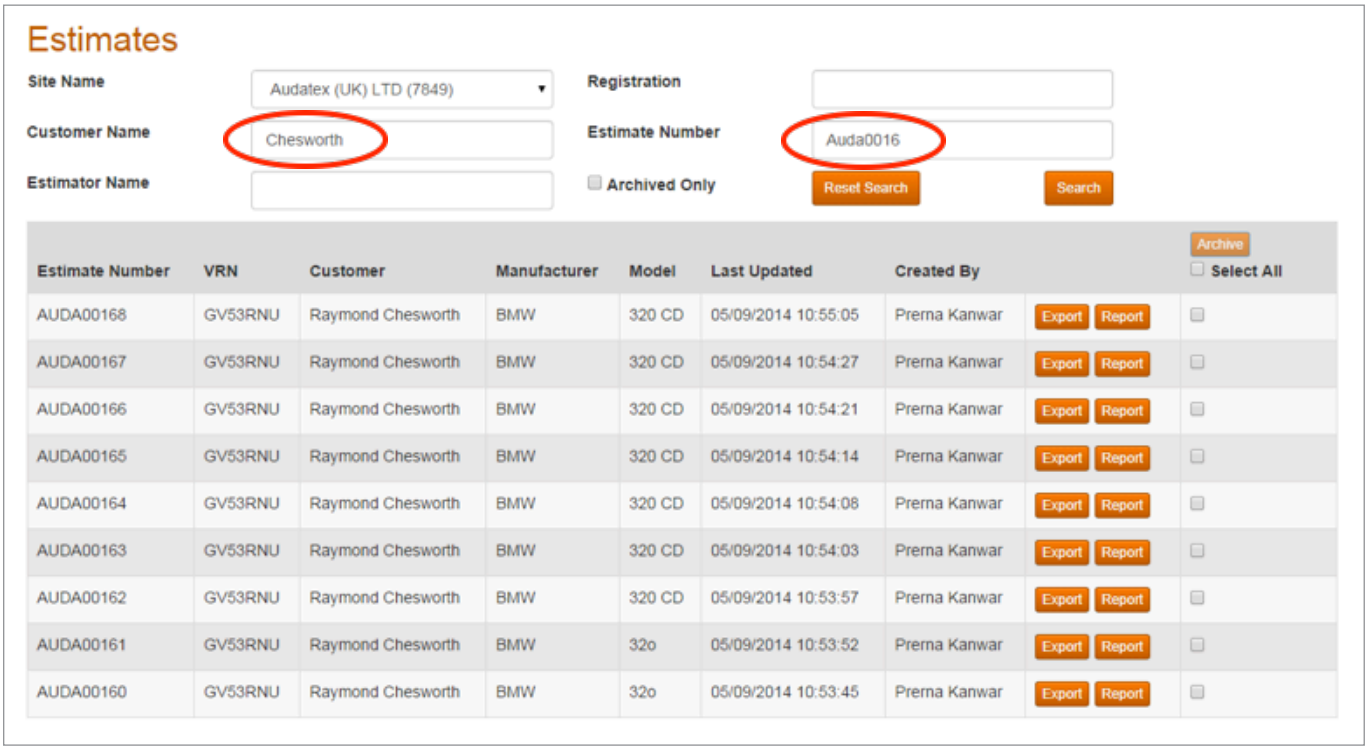

Audatex
AudaLite
Estimates
Price Lists
Log Out
Estimates
Site Name
Audatex (UK) LTD (7849)
Registration
Customer Name
Estimate Number
Estimator Name
Archived Only
Reset Search
Search
Archive
Select All
Estimate Number
VRN
Customer
Manufacturer
Model
Last Updated
Created By
AUDA00171 AJ53NTG Test VOLKSWAGEN GOLF MATCH 08/09/2014 10:59:27 Prerna Kanwar Export Report
AUDA00003 AJ53NTG Test VOLKSWAGEN GOLF MATCH 08/09/2014 10:51:49 Prerna Kanwar Export Report
AUDA00170 AJ53NTG Test VOLKSWAGEN GOLF MATCH 08/09/2014 09:56:47 Prerna Kanwar Export Report
AUDA00169 AJ53NTG Test VOLKSWAGEN GOLF MATCH 08/09/2014 09:33:23 Prerna Kanwar Export Report
AUDA00168 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:55:05 Prerna Kanwar Export Report
AUDA00001 GV53RNU Candice Daly BMW 320d 05/09/2014 10:54:57 Prerna Kanwar Export Report
AUDA00167 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:27 Prerna Kanwar Export Report
AUDA00166 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:21 Prerna Kanwar Export Report

# Estimate Search



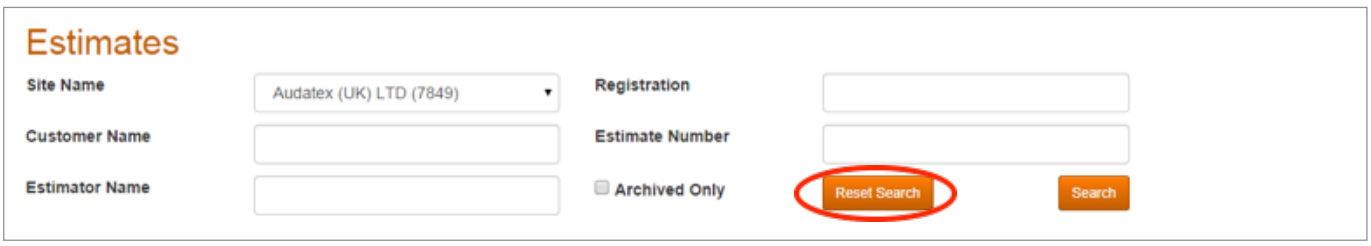

Use the filters to narrow down your view or search for a specific estimate or group of estimates.
You can search for any of these terms on their own or together to filter the list.

For example:


Estimates
Site Name
Audatex (UK) LTD (7849)
Registration
Customer Name
Chesworth
Estimate Number
Auda0016
Estimator Name
Archived Only
Reset Search
Search
Archive
Select All
Estimate Number VRN Customer Manufacturer Model Last Updated Created By
AUDA00168 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:55:05 Prerna Kanwar Export Report
AUDA00167 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:27 Prerna Kanwar Export Report
AUDA00166 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:21 Prerna Kanwar Export Report
AUDA00165 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:14 Prerna Kanwar Export Report
AUDA00164 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:08 Prerna Kanwar Export Report
AUDA00163 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:54:03 Prerna Kanwar Export Report
AUDA00162 GV53RNU Raymond Chesworth BMW 320 CD 05/09/2014 10:53:57 Prerna Kanwar Export Report
AUDA00161 GV53RNU Raymond Chesworth BMW 32o 05/09/2014 10:53:52 Prerna Kanwar Export Report
AUDA00160 GV53RNU Raymond Chesworth BMW 32o 05/09/2014 10:53:45 Prerna Kanwar Export Report

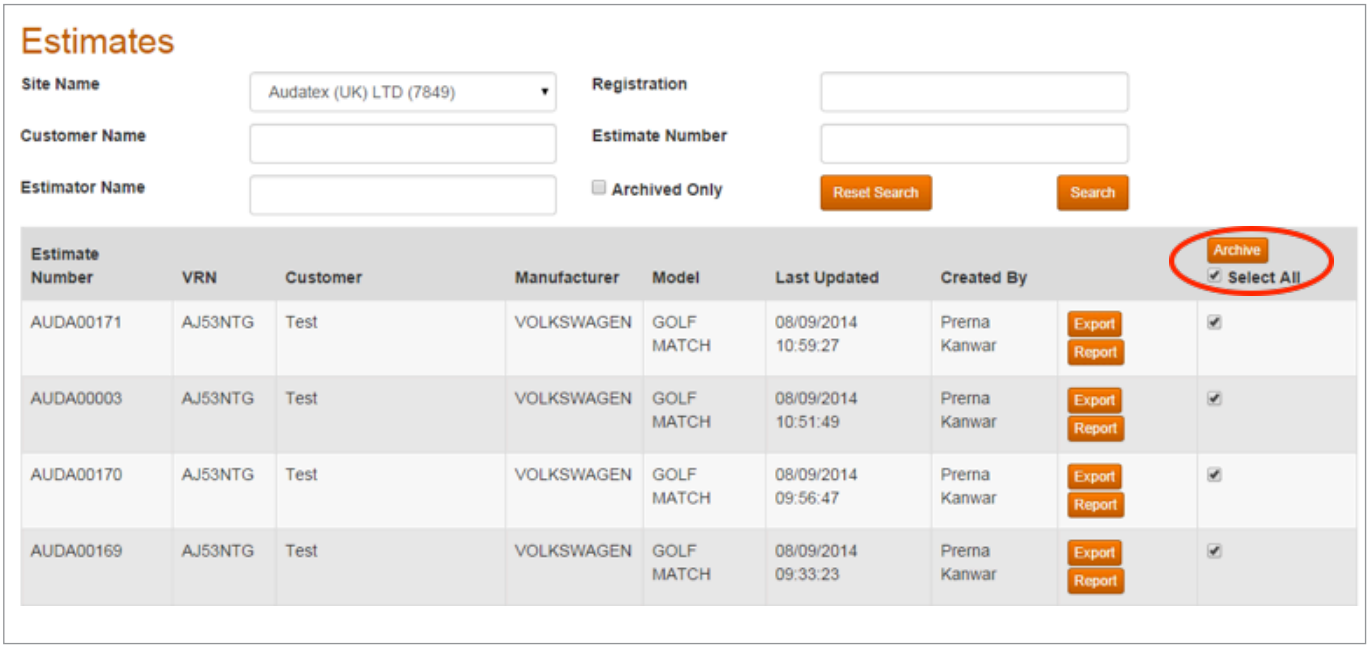
# Reset Search

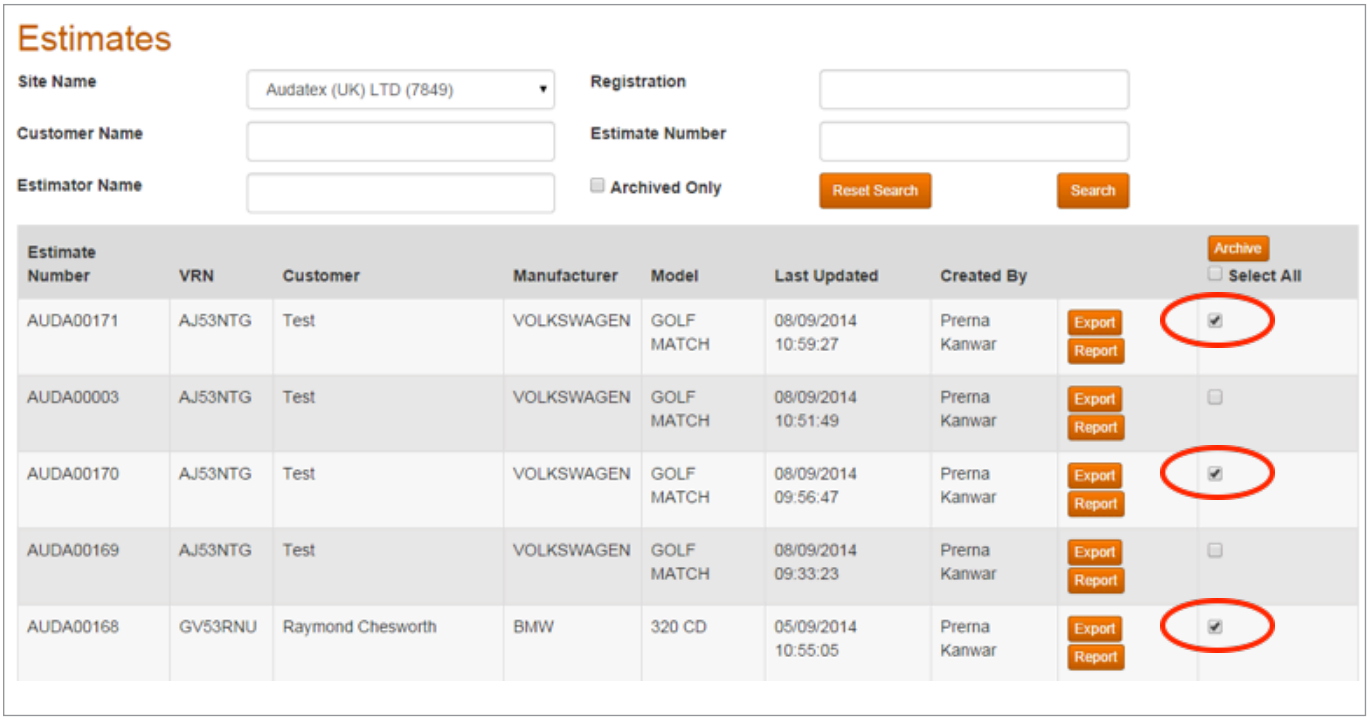
Use the Reset Search Button to clear any of your search criteria.



# Archive Estimate

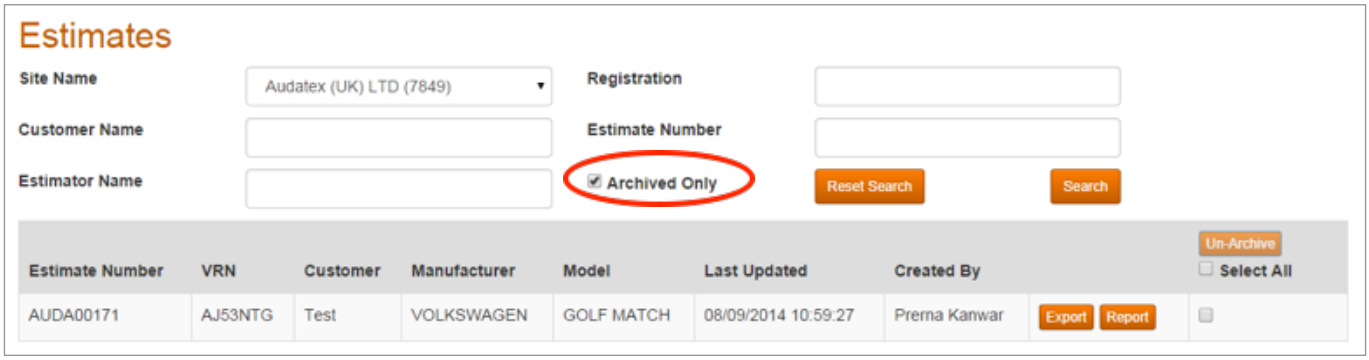
Estimates can be archived by using either select all, or, by selecting individual estimates and using the archive button.



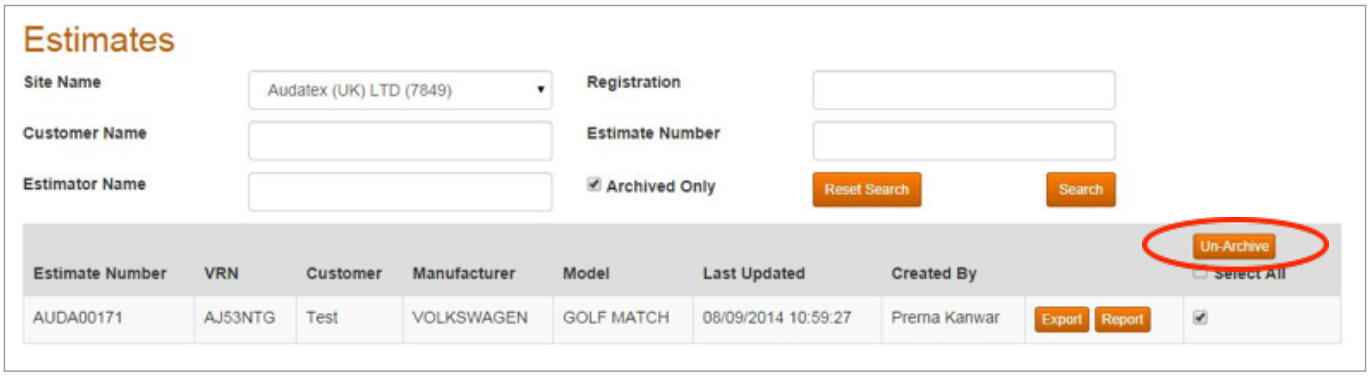



# Un-Archive An Estimate

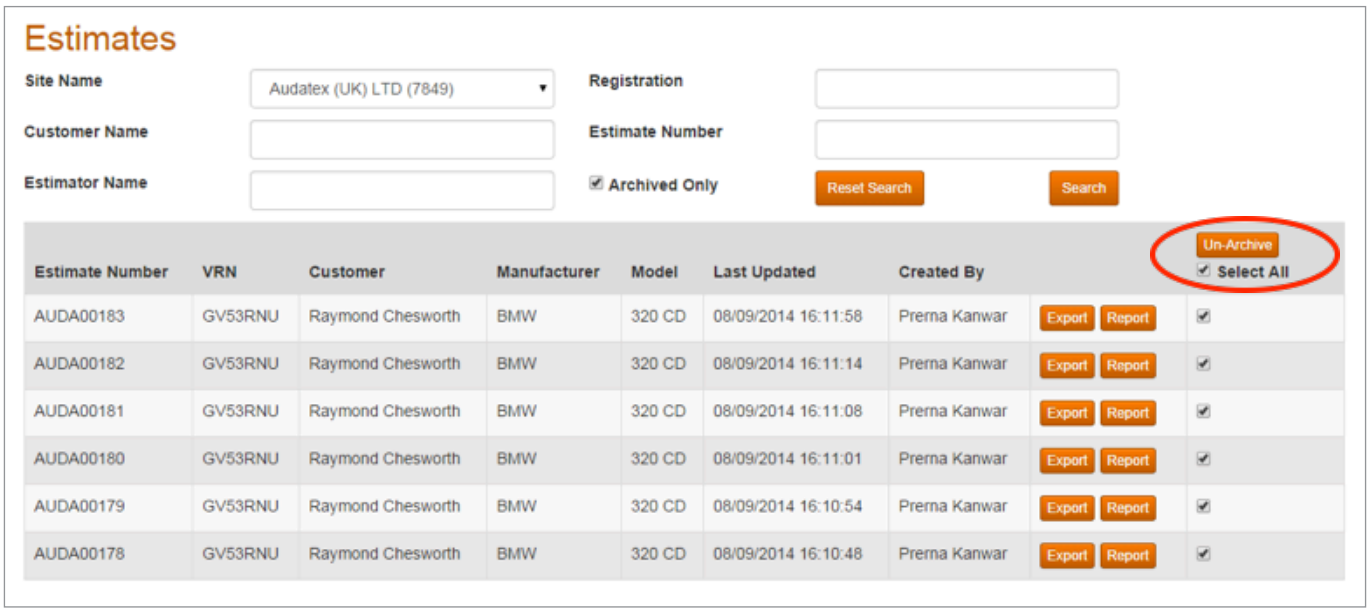
To un-archive an estimate use the tick box “archived only” and search to bring up a full list of archived estimates. You can use any of the search criteria to narrow down your search if required.




To un-archive an estimate select the estimate and press the button “un-archive”

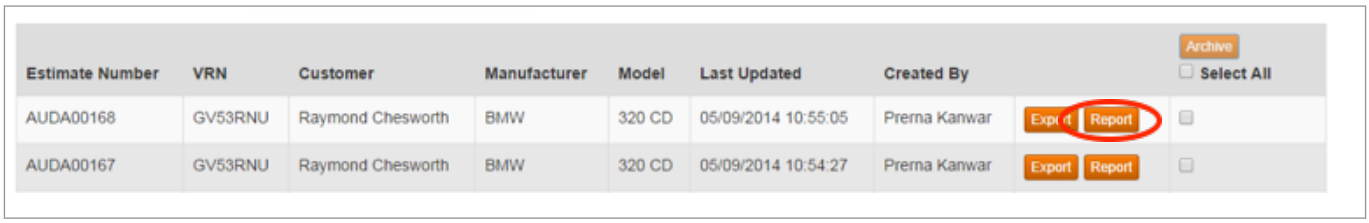



Use select all to quickly un-archive all of your estimates



# Reports

Use the report button to view the estimate report. This will bring up the PDF report.



| Estimate Number | VRN | Customer | Manufacturer | Model | Last Updated | Created By | | Archive / Select All |
|---|---|---|---|---|---|---|---|---|
| AUDA00168 | GV53RNU | Raymond Chesworth | BMW | 320 CD | 05/09/2014 10:55:05 | Prerna Kanwar | Export Report | |
| AUDA00167 | GV53RNU | Raymond Chesworth | BMW | 320 CD | 05/09/2014 10:54:27 | Prerna Kanwar | Export Report | |

## Audatex (UK) LTD (7849)

**Estimate Number:** AUDA00183 **Estimate Date:** 08/09/2014

### Customer Details

Raymond Chesworth
Bobs House,
Bobs Street,
BobTown,
BOB123

0123456789
07123456789
bob@example.com

### Vehicle Details

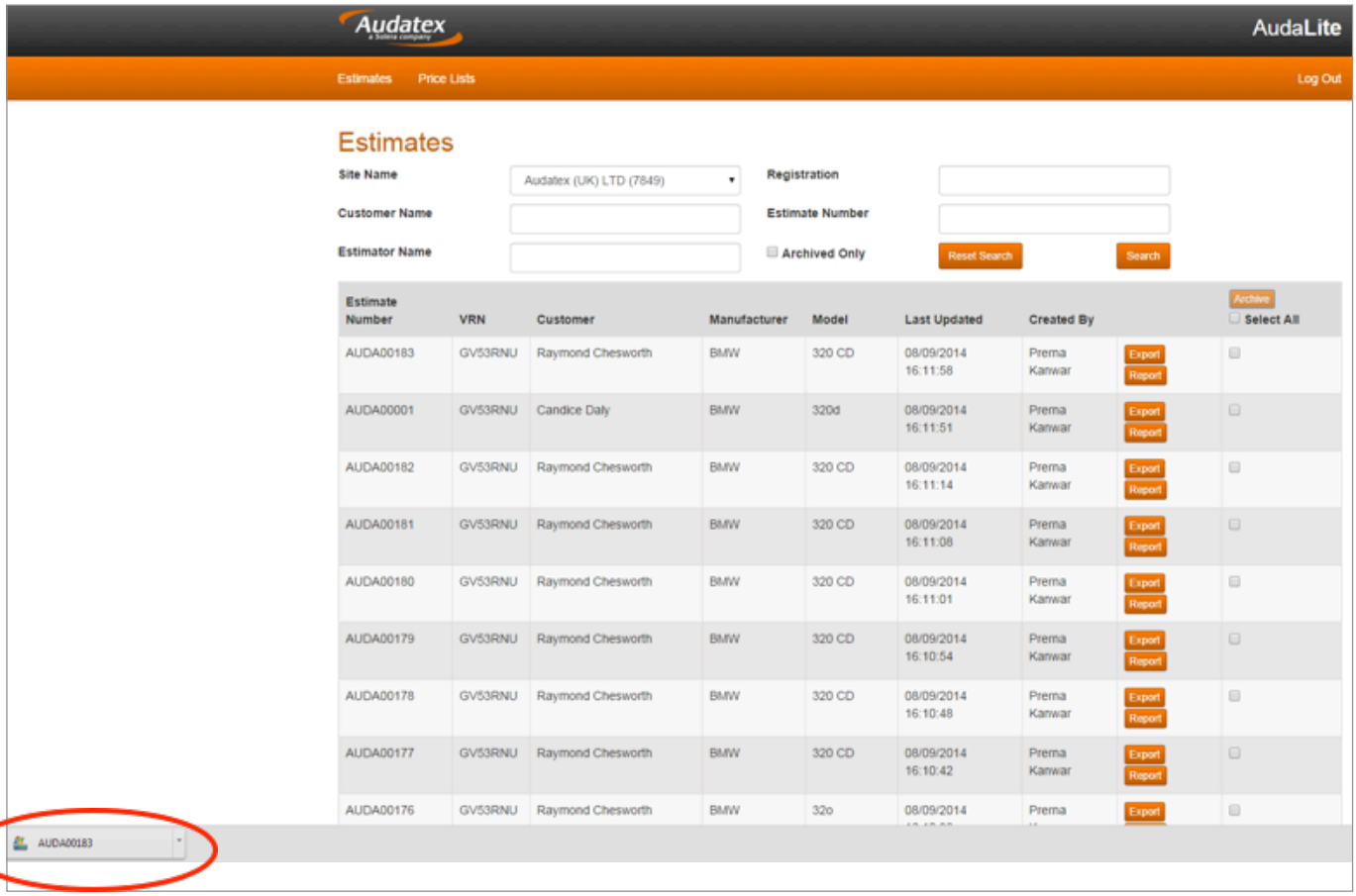
| | |
|---|---|
| **Registration:** | GV53RNU |
| **Make:** | BMW |
| **Model:** | 320 CD |
| **VIN Number:** | WBABV52090JT27265 |
| **Additional Details:** | Colour: BLUE<br>Body Style: Coupe<br>Engine Size: 1995<br>Fuel Type: Diesel<br>Transmission: 6 Speed Manual Diesel<br>Date of First Registration: 27/10/2003 |

# Export Estimate

Estimates can also be exported. They use the same format as exporting an estimate from Audatex Enterprise Gold. This will enable an AudaLite estimate to be imported into a body shop management system and create a job card.

- Click on the export button
- The export report will appear as a download

**Please note: Export estimate is only available from a desktop machine; it will not be available from the iPad. This is due to limitations on the iPad for handling files.**


Audatex
AudaLite
Estimates
Price Lists
Log Out
Estimates
Site Name
Audatex (UK) LTD (7849)
Registration
Customer Name
Estimate Number
Estimator Name
Archived Only
Reset Search
Search
Estimate Number
VRN
Customer
Manufacturer
Model
Last Updated
Created By
Archive
Select All
AUDA00183 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:11:58 Prerna Kanwar Export Report
AUDA00001 GV53RNU Candice Daly BMW 320d 08/09/2014 16:11:51 Prerna Kanwar Export Report
AUDA00182 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:11:14 Prerna Kanwar Export Report
AUDA00181 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:11:08 Prerna Kanwar Export Report
AUDA00180 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:11:01 Prerna Kanwar Export Report
AUDA00179 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:10:54 Prerna Kanwar Export Report
AUDA00178 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:10:48 Prerna Kanwar Export Report
AUDA00177 GV53RNU Raymond Chesworth BMW 320 CD 08/09/2014 16:10:42 Prerna Kanwar Export Report
AUDA00176 GV53RNU Raymond Chesworth BMW 32o 08/09/2014 Prerna Export
AUDA00183

## Helpful Tips

- You may want to set up price lists in advance. If they are to replace an existing price list (for example a known paint increase on a known date) you can use valid to feature to expire an existing price list at a specified time (e.g. 00:00:00). The valid from date for your new price list could then be set to start just after the expiry time (e.g. 00:00:01).
- Set a naming convention for your price lists. You may consider naming price lists according to the type of customer the prices are to be used for e.g. Trade, Commercial, Private etc. You could also include details relevant to perhaps the period that the price list is relevant to e.g. Trade Autumn or Commercial September
- If you are editing or creating a price list and do not know all of the prices for each of the panels, you can still save the price list as long as there is a £0.00 in the price of that panel.

For any further assistance please contact
the Audatex Service Desk on 0118 923 5666

www.audatex.co.uk

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